

IMPLEMENTATION GUIDELINES

EMPLOYEE ENGAGEMENT ASSESSMENT

Thank you for partnering with us to implement the Employee Engagement Assessment (E3A). We look forward to working with you to make this assessment process as seamless as possible. Below you will find important information and tips to effectively launch and administer this assessment.

IMPLEMENTATION PLAN

We have carefully crafted an implementation plan with key dates, including when survey setup documents need to be finalized, the assessments open and close dates, and the delivery date for the results. Adhering to the target dates is critical to the success of the E3A.

COMMUNICATING WITH EMPLOYEES

On our [E3A Process page](#), you will find a breakdown of the implementation process, including several downloadable templates and information to share with your employees when communicating with them about the assessment. Please feel free to customize the documents to your style of writing.

LAUNCHING THE SURVEY

A few days before launching the E3A, we will provide you a list of unique URLs - one link for each workgroup. You will send each workgroup their respective URL on the first day of the survey.

Steps in this process:

- Review the drafted workgroup assignment list.
- Compile a list of email addresses for each group.
- Draft your email to employees a day or two in advance for easy distribution on the day of the launch. You can find the email template in “Step 4” on the [E3A Process page](#).
- Using the template, copy and paste the unique URL for each workgroup into each workgroup’s email.
**It is crucial that the actual hyperlink, not just the visible text, is changed for each email.*
- Remember: Each workgroup should receive only their respective URL - not the entire list.
- Ensure your employees know they should not forward their URL with coworkers, as they may not be assigned to the same workgroup. This is essential for proper reporting.

If your employees have difficulty accessing the survey by clicking on the link provided in your email, encourage them to copy and paste the URL into their browser.

E3 runs a series of tests on the URLs to ensure their accuracy and compatibility with browsers, including Google Chrome, Firefox, and Internet Explorer. It may be necessary to update to a newer version of these browsers to access the links.

SURVEY QUESTIONS

The assessment contains 28 hard-coded questions, answered with “strongly agree”, “agree”, “disagree”, or “strongly disagree”. **All 28 questions must be answered for the employees’ responses to count.**



OPEN-ENDED QUESTIONS

The survey includes 3-4 optional open-ended questions. Employees may elect to leave these answers blank, however, they must still click through each question to get to the last page of the survey, which sends their results to E3's confidential website.

If they click out of or close their browser before getting to the last page, their results will not be sent to us.

COMPLETING THE ASSESSMENT

Employees should allow 15-20 minutes to complete the assessment. Once employees begin, they must complete the survey in one sitting. Their responses will not be saved if they stop and try to resume later. And they may not use the BACK button to return to a previous page. If they cannot complete it in its entirety, they will have to begin again at a later time.

DEMOGRAPHIC INFORMATION

The first few questions of the E3A collect high-level demographic information: their hire date, gender, and birth year range. The answers to these questions are only shared with you at the full enterprise level to identify broad trends related to tenure or age cohort.

The survey clearly advises employees that the survey is anonymous and information gathered from these demographic questions will NOT be shared at an individual, team, or department level.

DAILY STATUS REPORTS

As project champion, you will receive a daily email report on that day's completion percentage, broken down by workgroup. These regular updates allow us to track response rate trends. We will work with you to send out reminders to employees, either as an organization or as a workgroup, as needed.

Please note that we will be able to tell you HOW MANY responses have been received but not WHO has responded. Our assessment, by design, precludes our ability to identify individual respondents.

Thank you again for your willingness to help E3 Solutions implement this important assessment. We look forward to helping you measure and build a deeply engaged organization!

Questions? We're here to help!

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